HNC PROC 1030

Initiating a Project in P2

Scope

This process defines initial procedures for entering a Project into P2. A Project may be a Program, as well as what is traditionally considered a Project. These procedures are required before a Project Manager (PM) and Project Delivery Team (PDT) can begin creating the project activities, establishing a schedule, and entering resource estimates.

Policy

DFAS-IN 37-1, Finance and Accounting Policy Implementation

DoD 7000.14-R, Department of Defense Financial Management Regulation

EC 37-3-1, Financial Administration: Carryover Supervision and Administration (S&A)

ER 5-1-11, U. S. Army Corps of Engineers Business Process

ER 37-1-26, Issuance and Acceptance of Project Orders

ER 37-1-28, Continuing Resolution Authority (CRA)

Responsibility

The Project Manager (PM) is responsible for ensuring the project is established promptly in P2 and CEFMS, and verifying that the project work item has been created.

The P2 System Administrator is responsible for creating the project in P2.

Distribution

Project Manager (PM)

P2 System Administrator

Ownership

The Office of the Deputy for Programs and Technical Management (DPTM) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

[Acronyms and Glossary – REF 8000G](#)

[Civil Works Program-Specific Information – REF 8010G](#)

[Earned Value Management – REF 8018G](#)

[Environmental Program-Specific Information – REF 8012G](#)

[Interagency and International Services (IIS) Program-Specific Information - REF8017G](#)

[Military Program-Specific Information – REF 8011G](#)

[PMP/PgMP Content – REF 8005G](#)

[PMP/PgMP Development – HNC PROC 2000](#)

[Receipt of Funds – HNC PROC 1040](#)

[Research and Development Program-Specific Information – REF 8013G](#)

[Work Acceptance – HNC PROC 1000](#)

[Workload Management - Financial Management Interface – REF 8014G](#)

[Lessons Learned - HNC PROC 3020](#)

Activity Preface

This process explains how a project will be initiated in P2. Each project will be defined in one of two categories: current year work or future year work (refer to [PMP/PgMP Content – REF 8005G](#)). This process originates when the U.S. Army Corps of Engineers receives or accepts new work (see [Work Acceptance - HNC PROC 1000](#)). The PM furnishes necessary information to the P2 System Administrator and communicates the required data needed for the PM to continue with the work management process [PMP/PgMP Development – HNC PROC 2000](#) and related processes in P2.

This effort may require the expenditure of overhead funds.

At the completion of this process, a project will have been created in P2, as well as a project work item in CEFMS. At this time, the [Receipt of Funds – HNC PROC 1040](#) process needs to be evaluated.

Project Manager (PM)

1. Receive and accept project work assignment from Program Manager (PgM).

    The PgM will also provide other relevant project background information.

2. Determine if funds have been received.

    The PM will verify accuracy of funding data.

If funds have been received, stop and complete [Receipt of Funds – HNC PROC 1040](#), then proceed to Task #3. Otherwise, return to Task #2.

3. Receive notification that work has been funded, approved and accepted.

If a new project in P2, go to Task #4. Otherwise, go to Task #7.

4. Furnish necessary information to P2 System Administrator.

    Information includes such things as appropriate template name/type, etc. The "template" may be an existing project that can be used as a template and more completely populate the project with data. Use the information that is in P2 to the maximum extent possible.

    Refer to [Civil Works Program-Specific Information – REF 8010G](#), [Military Program-Specific Information – REF 8011G](#), [Environmental Program-Specific Information – REF 8012G](#), [Research and Development Program-Specific Information – REF 8013G](#), or [Interagency and International Services (IIS) Program-Specific Information - REF8017G](#).

    Some information may come into the system from HQUSACE.

P2 System Administrator

5. Select appropriate project template or update existing project in P2.

6. Enter project information furnished by PM into P2.

    Once the project has been initiated in Oracle Projects, and created in P3e, a link will be established between the two. The CEFMS/P2 Interface will create the project work item in CEFMS. Refer to [Workload Management - Financial Management Interface – REF 8014G](#).

    The PM will be electronically notified that the project has been created in P2.

Project Manager (PM)

7. Receive and review project data in P2 to determine if changes or additions are necessary.

If changes are necessary, return to Task #4. Otherwise, go to Task #8.

8. Electronically acknowledge creation of project.

9. If applicable, record Lessons Learned.

Document significant experiences in Lessons Learned - HNC PROC 3020.

End of activity.

Go to Phase II – Project Planning (PMP/PgMP Development – HNC PROC 2000)

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HNC PROC 1000 Work Acceptance

Start

Project Manager (PM)
• Receive and accept project work assignment from Program Manager. (1)

Project Manager (PM)
• Determine if funds have been received. (2)

Funds received?
No
Yes

HNC PROC 1040 Receipt of Funds

Project Manager (PM)
• Receive notification that work has been funded, approved and accepted. (3)

New project in P2?
No
Yes

Project Manager (PM)
• Furnish necessary information to System Administrator. (4)

P2 System Administrator
• Select appropriate project template or update existing project in P2. (5)

P2 System Administrator
• Enter project information furnished by PM into P2. (6)

P2 Project Data

P2

Project Manager (PM)
• Receive and review project data in P2 to determine if changes or additions are necessary (7)

Changes necessary?
Yes
No

Project Manager (PM)
• Electronically acknowledge creation of project. (8)
• If applicable, record lessons learned (9)

END

HNC PROC 3020 Lessons Learned

End of phase I, Project Initiation. Go to Phase II - Program/Project Planning PMP/PgMP Development - HNC PROC 2000